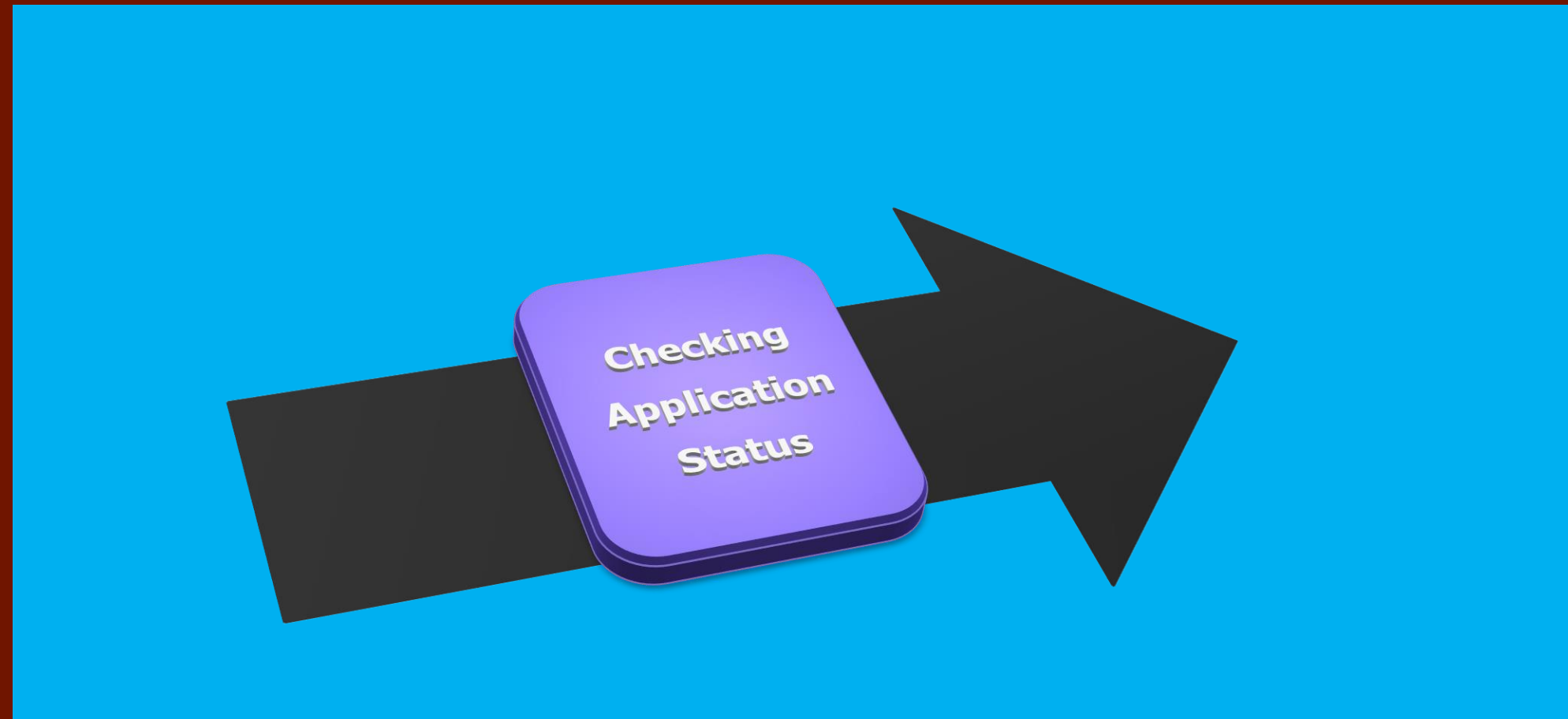


Citizen Access Online Tutor Lesson 9

The recommended browser is Internet Explorer.



Before proceeding, click here to login to [Citizen Access](#)

Click here to access [Citizen Access](#)

If you are a new user and anticipate creating records, you may register for a free Citizen Access account. It takes a few simple steps and you'll have the added benefits of viewing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, creating escrow accounts and payment of fees online plus more.

Click here to access Citizen Access

Checking Application Status

**Different options for
searching for Records
include:**

Global Search field

(#1 shown),

Advanced Search tab

(#2 shown),

Search Applications

(#3, 4, 5 and 6

shown) and

My Records tab (#7

shown).

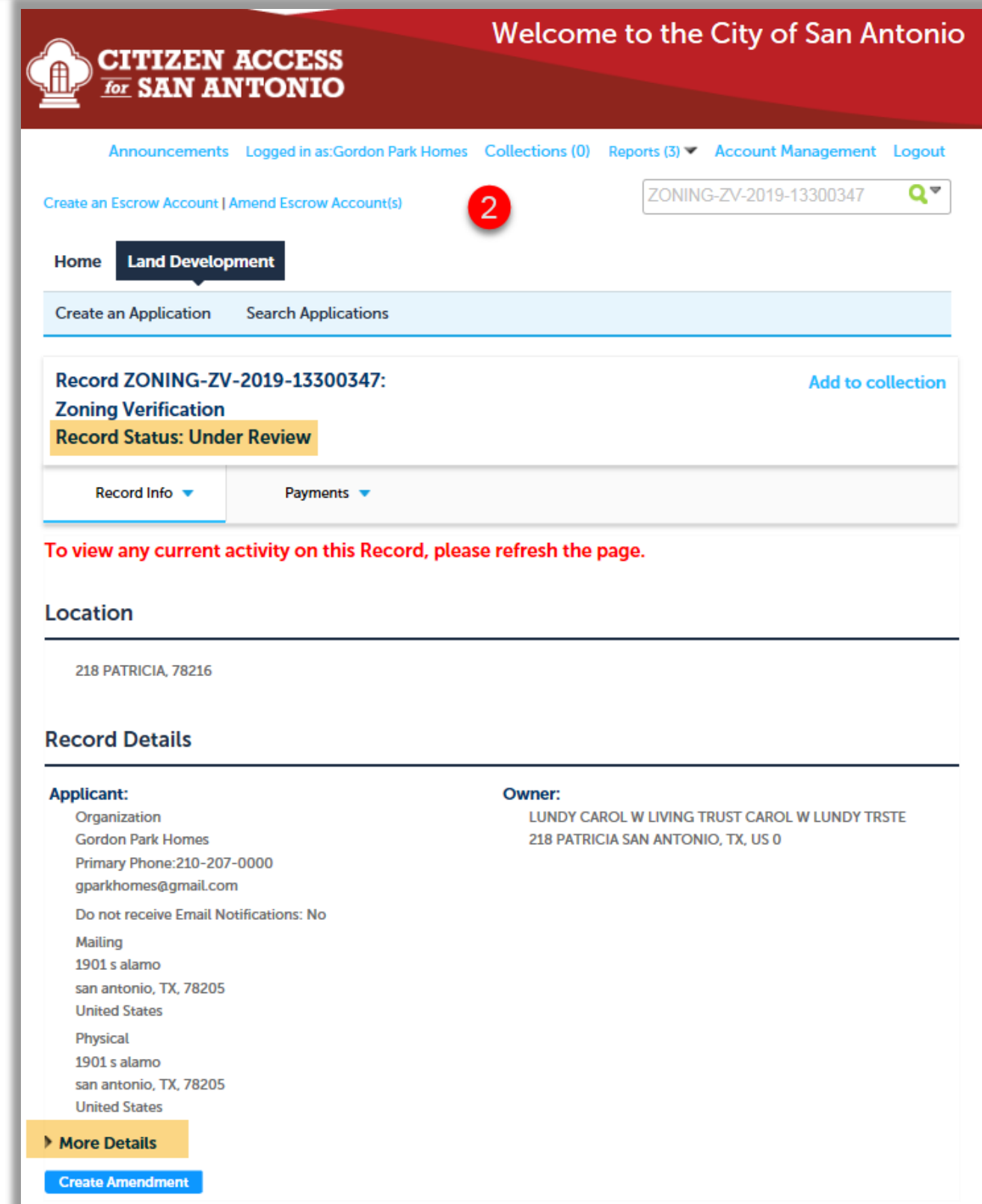
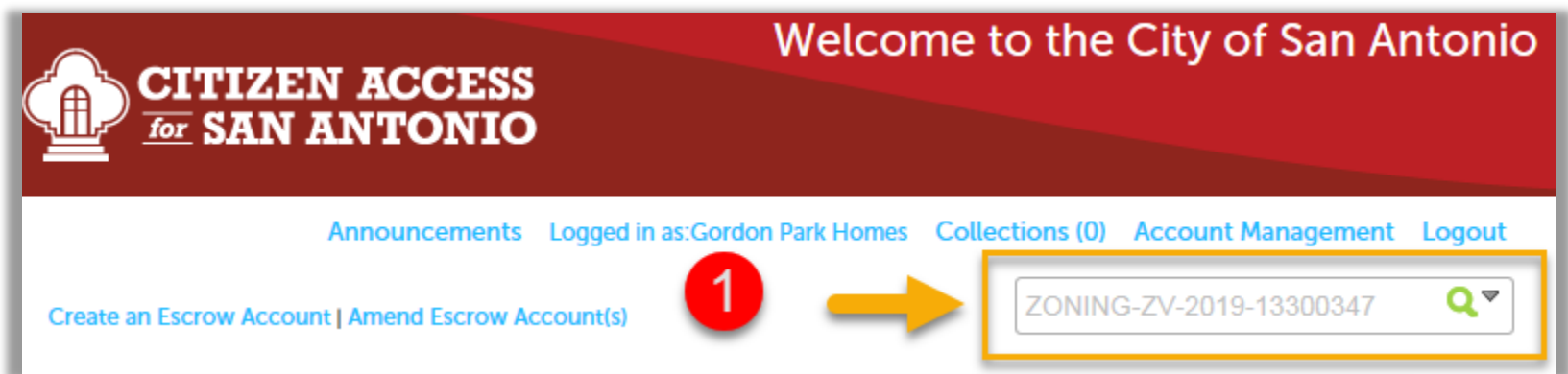


If using the Global search field (#1 shown),

- **search field (#1 shown),**

type the record number in the text box and click the magnifying glass (shown).


BuildSA searches for the record and takes you directly to the Record's Detail page (#2 shown).



The application status is listed directly under the application type (#1 shown).


Note the Record Details section contains Applicant and Owner information.

Click the arrow to the left of More Details to view additional categories(#2 shown).

**CITIZEN ACCESS**
for **SAN ANTONIO**

Welcome to the City of San Antonio

[Announcements](#) [Logged in as:Gordon Park Homes](#) [Collections \(0\)](#) [Reports \(3\)](#) [Account Management](#) [Logout](#)

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#) 


[Home](#) [Land Development](#)


[Create an Application](#) [Search Applications](#)

Record ZONING-ZV-2019-13300347: [Add to collection](#)

Zoning Verification

Record Status: Under Review **1**

Record Info 

Payments 

To view any current activity on this Record, please refresh the page.

Location

218 PATRICIA, 78216

Record Details

Applicant:


Organization
Gordon Park Homes
Primary Phone:210-207-0000
gparkhomes@gmail.com
Do not receive Email Notifications: No
Mailing
1901 s alamo
san antonio, TX, 78205
United States
Physical
1901 s alamo
san antonio, TX, 78205
United States

Owner:

LUNDY CAROL W LIVING TRUST CAROL W LUNDY TRSTE
218 PATRICIA SAN ANTONIO, TX, US 0

2 [More Details](#)

[Create Amendment](#)

 Build SA

Scroll toward the bottom of the page.

Click the + to the left of a category to expand it (#1 shown).

View additional information.

Location

218 PATRICIA, 78216

Record Details

Applicant:

Organization
Gordon Park Homes
Primary Phone:210-207-0000
gparkhomes@gmail.com
Do not receive Email Notifications: No
Mailing
1901 s alamo
san antonio, TX, 78205
United States
Physical
1901 s alamo
san antonio, TX, 78205
United States

Owner:

LUNDY CAROL W LIVING TRUST CAROL W LUNDY TRSTE
218 PATRICIA SAN ANTONIO, TX, US 0

More Details

1

Related Contacts

Recipient information
Organization
Gordon Park Homes
Primary Phone:210-207-0000
E-mail:gparkhomes@gmail.com
Do not receive Email Notifications: No
Mailing
1901 s alamo
san antonio, TX, 78205
United States
Physical
1901 s alamo
san antonio, TX, 78205
United States

2

Application Information

Application Information Table

Parcel Information

Create Amendment

Click the + to the left of a category to expand it and view additional information.

Use the Record Info drop down menu arrow (#1 shown) to view additional status information.

Click the Processing Status hyperlink (#2 shown).

The screenshot displays the 'CITIZEN ACCESS for SAN ANTONIO' portal. At the top, a red banner reads 'Welcome to the City of San Antonio'. Below this, navigation links include 'Announcements', 'Logged in as: Gordon Park Homes', 'Collections (0)', 'Reports (3)', 'Account Management', and 'Logout'. A search bar contains the text 'ZONING-ZV-2019-13300347'. The main content area features a 'Land Development' tab and a 'Record ZONING-ZV-2019-13300347: Zoning Verification' section. A dropdown menu for 'Record Info' is open, with a red circle and the number '1' highlighting the dropdown arrow. The 'Processing Status' option is highlighted with a red circle and the number '2'. A red message states: 'activity on this Record, please refresh the page.' Below the dropdown, the 'Applicant' information is listed: 'Organization: Gordon Park Homes', 'Primary Phone: 210-207-0000', 'gparkhomes@gmail.com', and 'Do not receive Email Notifications: No'. The 'Owner' information is listed: 'LUNDY CAROL W LIVING TRUST CAROL W LUNDY TRSTE', '218 PATRICIA SAN ANTONIO, TX, US 0'. At the bottom, there are links for 'Application Information', 'Application Information Table', and 'Parcel Information', along with a 'Create Amendment' button.

San Antonio, TX, 78205
United States

- Application Information
- Application Information Table
- Parcel Information

Create Amendment

The Processing

Status page

displays.

**A green check
mark indicates a
task is complete.**

**An hour glass
indicates the task
is active shown).**

The screenshot displays the 'CITIZEN ACCESS for SAN ANTONIO' website. At the top, a red banner reads 'Welcome to the City of San Antonio'. Below this, a navigation bar includes links for 'Announcements', 'Logged in as: Gordon Park Homes', 'Collections (0)', 'Reports (3)', 'Account Management', and 'Logout'. A search bar on the right contains the text 'ZONING-ZV-2019-13300347' with a green magnifying glass icon. Below the navigation bar, there are links for 'Create an Escrow Account' and 'Amend Escrow Account(s)'. The main content area features a 'Home' link and a 'Land Development' tab. Under 'Land Development', there are links for 'Create an Application' and 'Search Applications'. A record card for 'Record ZONING-ZV-2019-13300347: Zoning Verification' is shown, with a status of 'Record Status: Under Review' and an 'Add to collection' link. Below the record card, there are tabs for 'Record Info' and 'Payments'. A red message states: 'To view any current activity on this Record, please refresh the page.' The 'Processing Status' section lists four tasks: 'Application Intake' (green check), 'Completeness Review' (green check), 'Technical Review' (hour glass), and 'Closure'. A yellow callout box explains: 'Processing Status indicates the status of all work flow tasks. A green check mark indicates the task is complete. The hour glass indicates the task is active. A gold star indicates the last task that was opened.'

[Create an Escrow Account](#) | [Amend Escrow Account\(s\)](#)

Search...

[Home](#) **Land Development**

[Create an Application](#) [Search Applications](#)

Record ZONING-Z-2019-10700046: [Add to collection](#)
Change of Zoning
Record Status: Under Review

[Record Info](#) [Payments](#)

To view any current activity on this Record, please refresh the page.

Processing Status

✔▶

Application Intake

✱▶

Completeness Review

🕒▶

Manager Review

Due on TBD, assigned to TBD
Marked as Under Review on 07/26/2019 by COSA Admin

Due on TBD, assigned to TBD
Marked as Under Review on 07/26/2019 by COSA Admin

Due on TBD, assigned to TBD
Marked as TBD on TBD by TBD

GIS Review

SAWS Review

Preliminary Meeting

Click the arrow to the left of a task to view details.

Processing Status indicates the status of all work flow tasks. A green check mark indicates the task is complete. The hour glass indicates the task is active. A gold star indicates the last task that was opened.

A gold star indicates the last task opened for viewing.

Processing Status

✓ ▶ Application Intake

✱ ▶ Application Completeness

Technical Review - Office of Historic Preservation

Technical Review - Parks and Recreation

Technical Review - Engineering Trees

Technical Review - Engineering Streets

Technical Review - GIS

Technical Review - TCI - Storm Water

⌚ ▼ Technical Review - Subdivision

Due on TBD, assigned to Abelino Torres

Marked as Under Review on 07/29/2019 by COSA Admin

1

Due on 08/08/2019, assigned to Patricia Rosas

Marked as Additional Information Required on 10/07/2019 by Patricia Rosas

Due on 08/08/2019, assigned to Patricia Rosas

Marked as TBD on TBD by TBD

Additional Information:

Requested Document List

Aerial Photo, DWG File of Plat

Processing Status

✓ ▶ Application Intake

✱ ▶ Application Completeness

Technical Review - Office of Historic Preservation

Technical Review - Parks and Recreation

Technical Review - Engineering Trees

Technical Review - Engineering Streets

Technical Review - GIS

Technical Review - TCI - Storm Water

⌚ ▼ Technical Review - Subdivision

Due on TBD, assigned to Abelino Torres

Marked as Under Review on 07/29/2019 by COSA Admin

2

Due on 08/08/2019, assigned to Patricia Rosas

Marked as Additional Information Required on 10/07/2019 by Patricia Rosas

Comment: Aerial Photo and DWG file of plat needed.

Due on 08/08/2019, assigned to Patricia Rosas

Marked as TBD on TBD by TBD

Additional Information:

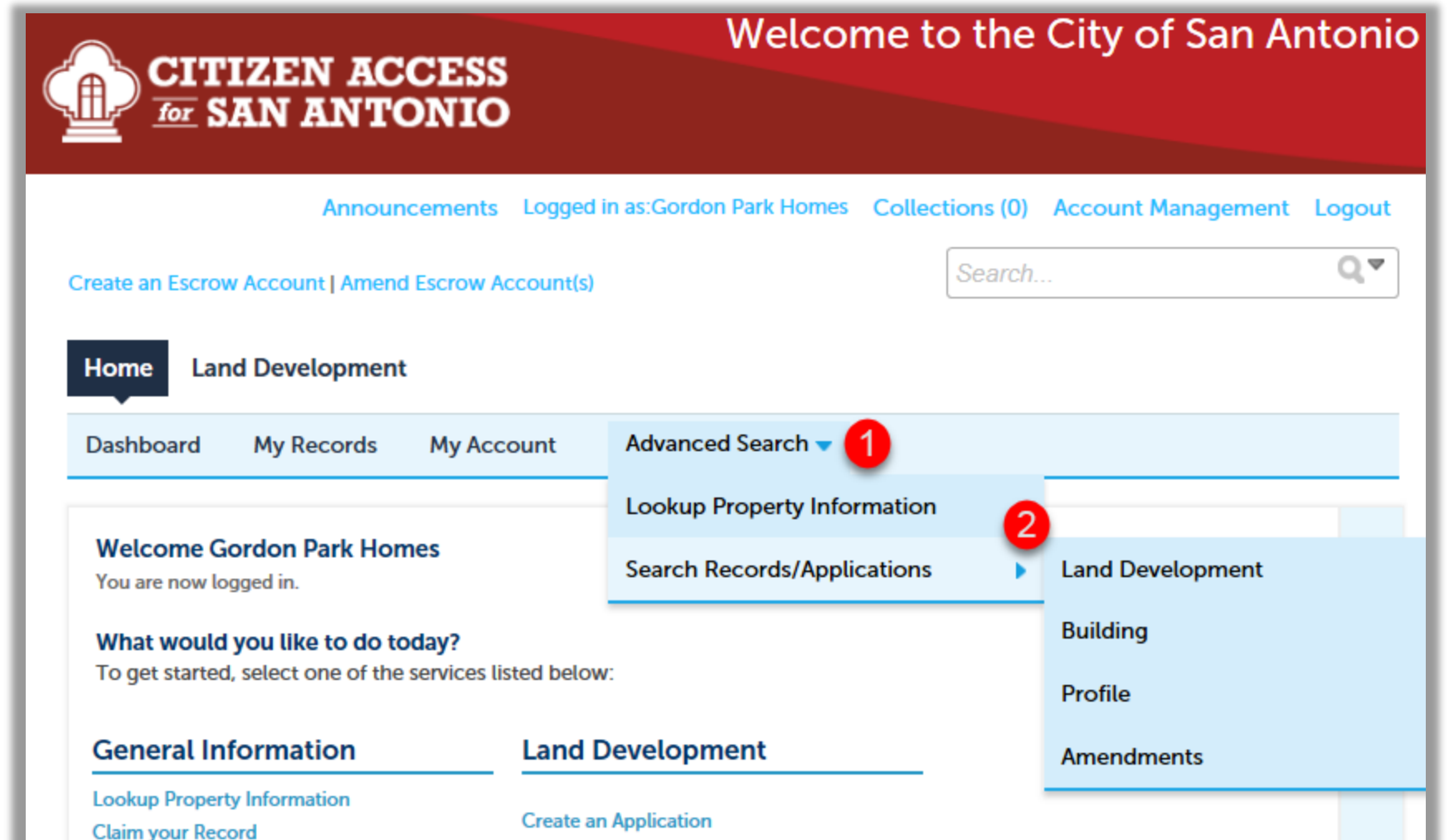
Requested Document List

Aerial Photo, DWG File of Plat

While reviewing Processing Status information in an active task, if the task has a + (#1 shown), click the + to expand and view comment (#2 shown).

If using Advanced Search, drill down to select search group (#1 and #2 shown).

The search page for the selected group will display.



If using My Records, all your records display (#1 shown).

Locate the Record number and view Status column (#2).

Use Previous or Next hyperlinks to move from page to page (#3).

Use scroll bars to move left to right and view all information.

CITIZEN ACCESS for SAN ANTONIO

Welcome to the City of San Antonio

Logged in as: Georgia Plains Collections (0) Account Management Logout

zoning-zv-2018-000212

Home Land Development

Dashboard **My Records** My Account Advanced Search

Land Development

Showing 1-10 of 29 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	04/17/2018	LAND-CONTACT-18-000053	Land Development - Add/Remove Contact				Under Review
<input type="checkbox"/>	04/05/2018	ZONING-ZV-2018-000212	Zoning Verification		test 888		Under Review
<input type="checkbox"/>	03/23/2018	ADDR-COD-18-000217	Certificate of Determination	Testing	Pat Test		Approved
<input type="checkbox"/>	02/01/2018	LAND-PLAT-18-000105	Minor Plat			02/06/2020	Under Review
<input type="checkbox"/>	01/18/2018	LAND-VACATE-18-000015	Vacate a Plat			02/12/2021	Approved
<input type="checkbox"/>	01/12/2018	ZONING-ZV-2018-000043	Zoning Verification		Patricia Testing Surcharges for Zoning V.		Under Review
<input type="checkbox"/>	01/12/2018	LAND-PLAT-18-000028	Minor Plat		Patricia Minor Plat Surcharges Test	01/12/2018	Expired
<input type="checkbox"/>	01/09/2018	LAND-AMENDPLAT-18-000007	Amend Plat		Patricia's Amend Plat Paid BO	01/09/2018	Under Review
<input type="checkbox"/>	01/08/2018	ZONING-ZV-2018-000030	Zoning Verification		Zoning Verification Patricia Cavazos		Under Review
<input type="checkbox"/>	01/08/2018	ZONING-Z-2018-000002	Change of Zoning		patricia cavazos receipts		Under Review

< Prev 1 2 3 Next >

Use scroll bars to move the screen to the right or left and view all information and hyperlinks for a record.

Click the link (blue text) to open a Record (#1 shown). The Record Details page displays (#2 shown).

CITIZEN ACCESS for SAN ANTONIO Welcome to the City of San Antonio

Announcements Logged in as: Gordon Park Homes Collections (0) Reports (3) Account Management Logout

Create an Escrow Account | Amend Escrow Account(s) Search...

Home Land Development

Dashboard My Records My Account Advanced Search

Records

Showing 1-10 of 11 | Export results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Created By
<input type="checkbox"/>	10/04/2019	ADDR-AVAA-19-10100467	Address Verification and Assignment		1901 s alamo		gparkhomes@gmail.com

CITIZEN ACCESS for SAN ANTONIO Welcome to the City of San Antonio

Announcements Logged in as: Gordon Park Homes Collections (0) Reports (3) Account Management Logout

Create an Escrow Account | Amend Escrow Account(s) Search...

Home Land Development

Create an Application Search Applications

Record ADDR-AVAA-19-10100467: Address Verification and Assignment Record Status: Under Review [Add to collection](#)

Record Info Payments Conditions 1

! A notice was added to this record on 10/04/2019. Condition: Expedited Case Severity: Notice Total Conditions: 1 (Notice: 1) [View Condition](#)

To view any current activity on this Record, please refresh the page.

Location

516 LAUREL, 78212

Record Details

Applicant: Organization Gordon Park Homes Primary Phone: 210-207-0000 gparkhomes@gmail.com Do not receive Email Notifications: No Mailing 1901 s alamo san antonio, TX, 78205 United States Physical 1901 s alamo san antonio, TX, 78205 United States	Project Description: 1901 s alamo
--	---

Owner:
VIA METROPOLITAN TRANSIT
PO BOX 12489 SAN ANTONIO, TX, US 78212-0489

More Details

[Create Amendment](#)

The Record Detail page displays.

Citizen Access Online Tutor Lesson 9

This concludes Lesson 9. If you have any questions, please contact the DSD Call Center at (210-207-1111) M-F, 7:45am to 4:30pm or email [Call Center Email](#). Thank you.

